

THE TULALIP TRIBES
Tulalip Data Services
Job Description

JOB TITLE: Database Administrator

JOB NUMBER: QCV 005-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Tulalip Data Services offers a unique work environment with opportunities to work on a diverse portfolio of projects, excellent personal and professional development opportunities, and an excellent benefit package. We are a fast-growing organization – and recognized locally and nationally as an innovative place to work. We work closely with major software and hardware companies – and we received recognition from Harvard University via the “Honoring Contributions in the Governance of American Indian Nations” award. Working for Tulalip Data Services provides opportunities to make a difference and be a technology innovator!

As a database administrator at Tulalip Data Services, you will be a part of a highly dynamic and enthusiastic team of software professionals. You will have the opportunity to:

- Work with the newest cutting edge technologies
- Work in a diverse work environment
- Flexible work schedules
- Opportunity to work with industry leaders
- Opportunity to receive training in cutting edge technologies

You will have the opportunity to design and monitor the databases and database infrastructure for a wide variety of dynamic applications and projects.

In addition, you will have the unique experience of participating in the entire software development lifecycle, not just a single aspect like most organizations. Your insight into database architecture and development will drive each project you are apart of. You will have the responsibility of developing close partnerships with system owners, key end users, system support personnel, software developers, project managers, and fellow DBA team members. Your responsibilities will include the design, implementation, and administration of large distributed databases with high volume and high availability requirements. Lastly, you will aid developers in database querying and reporting solutions.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- [] Bachelor's of Science degree in Computer Science or related field of study or MCDBA. (attach copy of degree, transcript or certificate with application).

SKILLS:

- [] Working knowledge of Windows 2000/2003 Server.
- [] Extensive knowledge of Microsoft™ SQL Server 2000/2005.
- [] Extensive knowledge/implementation of stored procedures.
- [] Knowledge of the .NET framework and C#/VB .NET development environment.
- [] Familiar with relational databases and client-server concepts.
- [] Must have excellent interpersonal skills – internal/external stakeholders, customers, development staff.
- [] Knowledge of software development lifecycles (SDLCs) and their utilization in software development projects.

EXPERIENCE:

- [] Two (2) years experience working with .NET software development projects.
- [] Two (2) years experience working with SQL Server 2000/2005.
- [] Two (2) years experience using UML standard to create models and diagrams for projects

OTHER REQUIREMENTS:

- [] Experience using of Microsoft™ Project, Microsoft™ Visio, and Microsoft™ Office.
- [] Must be willing to attend progressive job related training as requested.
- [] Must be able to work evenings, weekends, and/or holidays as needed or requested.
- [] Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

Physical Characteristics and/or Prerequisites:

- [] Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- [] Stamina to sit, stand, and/or walk for prolonged periods of time.
- [] Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.
- [] Ability to lift and carry 40 lbs. on a frequent basis.
- [] Mobility to bend, stoop, and/or climb stairs on an occasional basis.

Tribal Department: Tulalip Data Services

Employee Classification: Non-Exempt

Job Summary: The successful candidate will develop and maintain the database architecture for the Tulalip Tribes. This candidate will develop close partnerships with system owners, key end users, system support personnel, software developers, project managers, and fellow DBA team members. Responsible for the design, implementation, and administration of large distributed databases with high volume and high availability requirements. This candidate will aid developers in database querying and reporting solutions.

Employee Reports To: Software Engineering Manager

Extent of Authority: Under the direction of direct supervisor, performs job duties providing support and service to all tribal software projects in accordance with established policies and procedures.

Specific Duties Performed:

1. Support database tables, indexes, views, constraints, triggers, stored procedures, table spaces or storage parameters, and other constructs
2. Responsible for providing off hour support for databases
3. Perform database design, analysis, modeling and ongoing maintenance.
4. Emphasis on performance tuning related to SQL statements, i.e. trace performance issues to specific SQL commands and provide recommendations for rewriting the command.
5. Monitor all supported databases closely to identify performance bottlenecks that are related to memory, CPU, network, etc, and make sound technical recommendations based on detailed research and thorough analysis.
6. Interact with Software Quality personnel and participate in the strategy, design, and execution of validation testing and creation of Quality documentation
7. Provide document management and workflow functionality
8. Identifying areas of improvement and executing a solution
9. Participate in the Tulalip Data Services mentoring program
10. Perform other related duties as deemed necessary or requested.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year. Employee may be required to work after hours and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Pay Range: \$23.96 - \$32.09

Opening Date: 10/18/2006

Closing Date: Until Filled